



ACCESS PROCEDURES FOR THE PENTAGON

The following is a recap of the access procedures that are in effect with the implementation of the new AI-30. The information covers entry identification requirements for the Pentagon. The information contained within clarifies some information that was sent out December 5, 2000, in an E-mail addressed "Policy for Access to the Pentagon" and also in "AT/FP Gram #00-04, Pentagon Access and Property Removal Policy".

Access to the Pentagon will only be granted through the following means:

1. Tour – You will be issued a Pentagon Tour pass.
2. Escorted – You will be issued a "Red, Escort Required Pass" and escorted by someone who has a permanent Pentagon Building pass with escort capabilities.
3. Permanent Pass – Government and Contractor personnel, you will be issued a permanent Pentagon pass based on employment in the Pentagon or by sponsorship by an agency which resides in the Pentagon and you are conducting 75 – 80% of your business. Hours of access are determined by the requesting agency. All personnel are subject to random searches during entry or exit.
4. Visitor Access Control Program – You will be issued a "Blue, Visitor No Escort Required" pass based on you having previously sending a "Visitor's Certification" to the Pentagon Building Pass Office and your name has been added to the visitor's roster located at any entrance of the Pentagon.

Under this program, those individuals not eligible to be issued a permanent Pentagon building pass, may submit a visitor certification letter to the building pass office. The letter can be faxed to (703) 697-9085 or DSN 227-9085 or mailed to Defense Protective Service, Attn Pass Office, Washington Headquarters Services, 1155 Defense Pentagon, Washington DC, 20301-1155. Subject of the letter is Visitor Certification and the letter needs to include the full name, SSN, location and date of birth, background investigation date, but do not include clearance, i.e. TS, S, or SCI. Also dates of visit, POC of office visiting and phone number, and a POC in the originating agency. Visitors may be "Perm Cert" for up to one year or submit for individual dates. Once submitted the potential visitor enters at any entrance of the Pentagon and presents "two forms of ID", and after having their names checked they will be issued a "Blue, Visitor No Escort Required" pass.

This system has been in effect since February 2000 as a test and has proven to be much simpler and more efficient than the Reciprocal Access Program. Names should be submitted at least "three days" prior to the visit. Last minute snafus can be accommodated (but should be avoided) by contacting the building pass office directly at (703) 695-5923. In the very near future, there will be personnel at each entrance identified as Visitor Control (possibly wearing blue jackets and arm bands) who will be specifically handling visitors.

5. Intelligence Community Pass – Those bearers of the Intel Community Pass will be authorized 24 hour access and issued a "Blue, Visitor No Escort Required" pass upon presenting the Intel Community Pass and a second form of ID.
6. Military Identification Card – Those bearers of the DD Form 2 (Active, Reserve or National Guard) "Armed Forces Identification Card" (green) may gain access to the Pentagon by displaying Their Military Identification card and a second form of valid identification. Access will be granted Monday to Friday, 0600 to 2000 hours. Personnel needing access outside these times must be escorted or utilize the Visitor Access Control Program. Personnel not in uniform will be directed to go through the metal detector and have their hand-carried items x-rayed.
7. Retired "Military" Identification Card – Only those individuals on "Official Government Business" or utilizing the Tri-Care Medical facility will be granted access by presenting a valid Retired Military Identification card along with a second form of valid identification. Individuals presenting this card for access will be asked the nature of their business. Access will be granted Monday to Friday, 0600 to 2000 hours. All individuals, regardless of status, who are working as consultants or contractors must obtain and utilize a Contractor building pass.
8. Those individuals possessing the "Foreign, Pentagon-Building Pass" no longer are required to transit through the metal detectors (X-ray machine) prior to swiping their pass and entering the Pentagon. Logic: All personnel issued a permanent picture pass have been processed through the appropriate checks and now will be subject to random x-ray checks. Under the random x-ray check policy any and all personnel regardless of affiliation, (i.e. government employee, military, foreign personnel or press) are subject to be asked to transit through the x-ray machine.

These are the examples of two valid forms of ID that must be presented.

1. Driver's license or ID Card issued by a state, local government agencies, or entities or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.
2. DoD and Service Identification cards
3. School ID card with a photograph
4. Voter's Registration Card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American Tribal document
9. Driver's license issued by a Canadian government authority

For persons under the age of 18 who are unable to present a document listed above:

1. School record or report card
2. Clinic, doctor or hospital record
3. Day-care or nursery school record

Property Removal from the Pentagon

General All property, briefcases, packages and other containers being removed from the dedicated building are subject to inspection by the Defense Protective Service (DPS).

There are three options to remove property from dedicated buildings that are not covered by a bill of lading or invoice. Documentation is required to remove personal property not accompanied by a sales document or not readily identifiable as such.

Option 1: Use one of the following forms by DoD Employees: Property Pass (GSA Optional Form 7), Request for issue or Turn-in (Department of Defense Form 1150), Temporary Issue Receipt (Air Force Form 1297), Request for Issue or Turn-in (Department of the Army Form 3161) or Naval District of Washington, NAWCAD Form 10460/1. The following name and signature of the individual(s) removing property:

Building assigned/Organization/Room number/Phone number
Description of Property to include serial numbers
Name, title and signature of the individual assigning property (equipment/supply custodian)
Date of Issue
Expiration date of form (not to exceed 180 days)

Option 2 Non-Government visitors to the Pentagon will be required to provide a memorandum with official/business letterhead, providing the information in Option 1 is on it. This memo will be given to the DPS officers when exiting the building.

Option 3 Official visitors who do not have access to one of the above mentioned forms, or who cannot provide a memo will have to fill out a Property Removal Card at the exit location. He/she will present a picture identification and fill out the following information: Name and signature, Organization/Company, Address, Phone, Office Visited, POC, POC, Items being removed, to include serial numbers, exit location (Corridor 2, Corridor 8, Mall, River, Metro) and date.

Upon exiting the Pentagon, DPS officers will collect all one-day forms, memos and cards. All extended use forms or memos will not exceed 180 days.

If you have any questions please contact Defense Protective Service, John Pugrud, 697-7396 or Barry Jones, 695-5923.

DIRECT DEPOSIT FORM

SSN: _____ RANK: _____

NAME: _____

UNIT NAME: _____ RUIC: _____

CHECK ONE: () START DDS () CHANGE DDS () STOP DDS

ACCOUNT TYPE: () CHECKINGS () SAVINGS

ACCOUNT NUMBER: _____
(ONLY A-Z, 0 - 9, AND DASHES ARE VALID)

BANK ROUTING NUMBER: _____
(MUST BE A NINE DIGIT CODE)

NAME OF BANK: _____

DAYTIME PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

TURN IN/FAX TO RESERVE PSD (FAX #: (202) 433-2359/DSN: 288-2359)

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YOUR REQUEST.

NAVMARCORESCEN 7000/2 (REPRODUCED)

Individually Billed Card Account Setup/Application Form

Department of Defense Travel Card Program

TO BE COMPLETED BY EMPLOYEE				PLEASE TYPE OR PRINT ALL INFORMATION													
First Name	Last Name	M I	Social Security No.														
Organization Name / RUTC				Rank or Grade				Military Status Active ___ Reserve ___ Guard ___									
Employee's Mother's MaidenName (for security purposes):				Mailing Address: Home ___ Business ___													
e-mail address:																	
Commercial Office Telephone Number																	
Country and Area Codes:																	
Number				City or APO/FPO													
				State/Province													
				Zip Code/Postal Code				Country									
<p>After reading the enclosed Agreement between Department of Defense Employee and Bank of America, N.A. (USA) ("Agreement"): 1. Initial one choice; 2. sign below; and 3. forward the completed form to your APC.</p> <p>___ By signing below, I acknowledge that I have read and understand, and agree to be bound by, the terms and conditions of the Agreement including Bank of America's right to obtain credit reports as described in the Agreement. I attest to the best of my knowledge, that the information I have provided herein is true and correct.</p> <p>___ By signing below, I acknowledge that I have read and understand, and agree to be bound by, the terms and conditions of the Agreement; however, I do not authorize Bank of America to obtain credit reports and therefore I may not be eligible for a standard account. I attest to the best of my knowledge, that the information I have provided herein is true and correct.</p>																	
<p>Signature _____ Today's</p> <p>Date _____</p>																	
<p>NOTE: See attached Agreement between Department of Defense Employee and Bank of America, N.A. (USA) for the terms and conditions of your Account.</p>																	